

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 30, 2019

PAYROLL LETTER #19-023

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Personnel and Payroll Services Division

RE: DISTRIBUTION AND BILLING OF 2019 FORM W-2 WAGE AND TAX STATEMENT

DISTRIBUTION OF 2019 FORM W-2 WAGE AND TAX STATEMENT

The State Controller's Office (SCO) will mail your employees' 2019 Form W-2 Wage and Tax Statement no later than January 31, 2020.

VIEWDIRECT - CIVIL SERVICE

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM – CSU

1. A report will be available on View Direct no later than January 17, 2020 to assist agencies and campuses in responding to questions from employees on mailed Form W-2s. This report identifies the employee mailing address as printed on the W-2.
2. Agencies can access ViewDirect Report ID: PDC9820, Report Name "2019 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 20-01). Refer to the ViewDirect Manual for access procedures.
3. The report provides the following information in agency code order:
 - Social Security Number
 - Employee name
 - Employee mailing address

UNDELIVERABLE FORM W-2

SCO will pre-print the agency/campus address as the return address and include the agency reporting/unit codes. This will expedite the return of undeliverable Form W-2s to the employee's agency/campus.

Update invalid address records when distributing undeliverable Form W-2s to your employees. This prevents the problem from happening in the future. If the address records need an update, each employee's Personnel/Payroll Office must attach an Employee Action Request (Form STD. 686) or CSU Student Payroll Action Request (Form STD. 457) with a request for the employee to complete the form to update the invalid address.

BILLING FOR MAILING OF THE 2019 FORM W-2

The cost of this service is \$0.65 per Form W-2 to defray postage/processing costs. SCO will send an invoice to your office in spring of 2020.

For more information about the Form W-2, visit the SCO web site for *Frequently Asked Questions (FAQ) Regarding Form W-2- Wage and Tax Statement* at [California State Controller's Office: Personnel & Payroll Services](#).

Please direct employees to this web page if they have any questions or need information on the contents of their Form W-2.

Please note, for those employees who claim they did not receive their 2019 Form W-2, SCO will waive the fee for providing a duplicate Form W-2 if the request is received by March 2, 2020. To apply for fee waiver, the employee's Personnel/Payroll Office must complete the fee waiver request **Form STD. 436. This form should show that the employee did not receive his or her 2019 Form W-2 and that they verified the correct mailing address from ViewDirect or CIRS report.**

If you have additional questions related to W-2 reporting information, please contact the [Statewide Customer Contact Center](#) at (916) 372-7200, duplicate or replacement Form W-2 contact the Duplicate W-2 Unit at (916) 445-2847. Questions regarding this letter:
PPSD Tax Support Program – PPSDtaxsupsect@sco.ca.gov
HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov
CSU Email Inbox – PPSDCSUInquiry@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov

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